

PRIVACY ACT STATEMENT

Authority: 5 USC 5701, 37 USC 404-427, and EO 9397

Principal Purpose(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

Routine Use(S): To substantiate claims for reimbursement for official travel.

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

REQUIRED ATTACHMENTS

1. Original and/or legible copies of all travel orders and amendments, as applicable.
2. Original and 1 copy of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of commercial ticket of receipt.
5. Original Hotel/Motel receipts and any item of expense claimed in excess of \$75.00.
6. Other attachments will be as directed.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see *JFTR, Vol. 1 APP. A and JTR, Vol. 2, App. D for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

Acronyms:

TVL = Travel	TAD = Temporary Additional Duty
DT = Date	DOB = Date of Birth
TDY = Temporary Duty	DOM = Date of Marriage

ITEM 11. ITINERARY - SYMBOLS

11d. Means/Mode of Travel (Use two letters)

GTR/TKT	-T	Automobile	-A
Government Transportation	-G	Motorcycle	-M
Commercial Transportation (Own expense)	-C	Bus	-B
Privately Owned Conveyance (POC)	-P	Plane	-P
		Rail	-R
		Vessel	-V

11e. Reason for Stop

Awaiting Transportation	-AT	Voluntary	-VR
Leave En Route	-LV	Return	
Mission Complete	-MC	Hospital	-HA
Authorized Delay	-AD	Admittance	
Temporary Duty	-TD	Hospital	-HD

11f. Number of Meals

Breakfast-B	Lunch-L	Dinner-D
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12. Previous TVL Advances – Refers to advances paid by PSD's and Navy Disbursing Officers including shipboard.

13. Split Pay Option (SPO) – Specified amount to be paid directly to American Express (AMEXCARD).

25. REMARKS